



Collection of Social Security Numbers

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1.0 POLICY

S. L. 2005-414 (S1048), section 4, prohibits government agencies from collecting a social security number (SSN) from an individual, unless the collection of the social security number is authorized by law or otherwise imperative for the performance of the agency's duties and responsibilities as prescribed by law. It also provides that social security numbers shall not be collected until and unless the need for the social security number has been clearly documented. This policy documents the need for Lee County Human Resources and Payroll to collect social security numbers.

2.0 DEFINITIONS

None.

3.0 PROCEDURE / RULE

- 3.1** The Lee County Human Resources and Payroll Departments may collect and use social security numbers for the following purposes:
- A.** Payroll related functions, including State (NC Dept. of Revenue) and Federal (U. S. Dept. of Treasury-Internal Revenue Service) tax withholding
 - B.** Immigration and Naturalization Service (I9) Federal reporting form (Immigration Reform & Control Act of 1986)
 - C.** Lee County Health, Dental, life and disability insurance plans
 - D.** N. C. Local Government Retirement System (NCGS 128-21)
 - E.** Prudential 401(k) deferred compensation
 - F.** Deferred Comp through Nationwide Retirement

